



06 July 2023

Our ref:

Tender T UJ 13/2023: Telephone System Upgrade

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for Telephone System Upgrade, as set out in the Specification document.

Your proposal must be in accordance with the Instructions for Tenderers and the Specification document.

Changes to the UJ standard terms and conditions should be indicated in the acceptance form provided. However, proposed changes, that in the view of UJ, changes the scope of work, shall not be allowed or accepted.

It is the responsibility of all Service Providers to ensure that their tender is submitted not later than the appointed date and time. All tenders must be submitted via the Oracle Applications Cloud portal, which can be accessed on the UJ website:

UJ Tender Web Submission Link: <https://www.uj.ac.za/Pages/tender.aspx>

Tender Number and Description: **T UJ 13/2023: Telephone System Upgrade**

Virtual Tender Briefing: **13 July 2023 at 12:00pm (MS Teams)**

Tender Closing Date: **27 July 2023 at 12:00pm (Oracle applications cloud portal)**

Please acknowledge receipt of this Invitation to tender and confirming your intention to submit a proposal as requested quoting the tender ref to the email address below.

Any questions or comments must be forwarded to craffie@uj.ac.za using ref T UJ 13/2023 on the subject line.

Very Important:

- The **Tender, Annexure G and UJ Supply agreement documents** must be read, signed, completed, and returned with all requested documentation.
- Please ensure that all **mandatory documentation** which are specified in the **tender document** as well as in the **specification** documents are submitted with your proposals.
- The pricing schedule must be fully completed.
- All documents **MUST** be submitted electronically, on the Oracle icloud portal.
- No email submissions and no late submissions will be accepted.
- All communication REGARDING THIS TENDER, must be sent to the Tender Office craffie@uj.ac.za.

Documents provided:

Invitation letter to External Stakeholders interested in participating in the tender process with all relevant dates.

1. Annexure A document
2. Mandatory RFP Document
3. Mandatory Annexure G – ST&Cs.
4. Mandatory UJ Supply Agreement.
5. Acceptance agreement

Please ensure that you submit all the mandatory compliance documents below,

1. Valid B-BBEE certificate / sworn affidavit (*correctly and accurately completed*)
2. Valid Tax Clearance
3. CIPC or CSD report
4. All requirements stipulated in the Annexure A document.

The tender will be evaluated in 3 stages,

1. Stage 1 - Compliance
2. Stage 2 – Functional / Technical evaluation
3. Stage 3 - Financial and B-BBEE

Yours faithfully